Book	Policy Manual
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SCHOOL ACTIVITY ACCOUNTS

Cash Collection and Deposit Procedures

The following represents key steps to follow involving the receipt and deposit of checks/cash for School Activity and Pay to Play/Pay to Participate funds. A physical location must be designated away from all other activity in the office in order to perform these procedures uninterrupted and to properly safeguard the funds.

1. All checks must be endorsed "For deposit only" immediately upon receipt in the office.

2. If cash is received, the cash will be counted and recorded (as part of the list in #3) and then the cash count will be verified by a second individual. After the cash has been counted and confirmed, and recorded on the spreadsheet, it must be immediately secured in the school vault.

3. A comprehensive listing will be made of all payments received, checks and/or cash. This list will indicate the name of the student, the amount of the check and/or cash, and any information regarding what the payment is for. (If a check, note the check number as well. If cash, note that the payment was received in cash.) This list must be prepared immediately after all checks have been endorsed and any cash has been counted and verified.

4. Clear, readable copies must be made of all checks that have been received.

5. If the total amount of cash received in a single school day exceeds $100, it must be deposited on that same day. If the total amount of checks received in a single school day exceeds $500, all checks must be deposited on that same day. If received after banking hours, the money must be locked in a safe and deposited on the next business day.

6. Multiple deposits should be made if necessary based upon the volume and amount of funds collected. All cash and checks MUST be deposited before weekends, holidays, or school vacations.

7. All funds received in the classroom must be delivered to the office on the same day as collected from the students. The checks/cash and any paperwork submitted with them must be placed in a separate sealed envelope, noting the teacher/classroom name on the envelope. These envelopes must be handed directly to a designated individual in the office and not left on someone's desk or in someone's mailbox. The envelopes must be opened one at a time, following the steps outlined above to ensure that funds are properly recorded.